

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
Bargaining Unit: 2, 7 & Non-represented

<b>EMPLOYEE</b>	<b>CLASS TITLE:</b> Senior Emergency Services Coordinator	<b>HEADQUARTERS:</b> Mather Campus
<b>PROGRAM/UNIT:</b> Response Operations/State Operations Center Planning Section/Planning Leads	<b>POSITION NUMBER:</b> 163-370-8085-XXX (XXXXX)	<b>CBID:</b> R07
<b>TENURE:</b> Permanent	<b>TIME BASE:</b> Full Time	<b>WORK WEEK GROUP:</b> 2
<b>APPT. EFFECTIVE DATE:</b>	<b>RANGE (IF APPLICABLE):</b>	<b>PROBATIONARY PERIOD:</b> <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
<b>IMMEDIATE SUPERVISOR:</b>	<b>CONFLICT OF INTEREST CATEGORY:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DMV PULL PROGRAM:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**1. SUPERVISION RECEIVED:**  
The Senior Emergency Services Coordinator is under the general direction of the State Operation Center (SOC) Planning Section Chief.

**2. SUPERVISION EXERCISED:**  
N/A.

**3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):**  
Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12-hour rotating shifts, with possible extensive overtime. The ability to use a personal computer and telephone is essential, as majority of the work is performed utilizing these tools.

**4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):**  
The incumbent has frequent and direct contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff including Executive Management; leadership and Executive management of other state agencies; local and Tribal government representatives; federal agencies; the Federal Emergency Management Agency, and private sector entities.

**5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):**  
Failure to effectively perform the duties of the position could result in providing inaccurate information to agencies, departments, operational areas, and the public could affect public safety.

**6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**  
This position functions as part of the permanent Incident Support Team (IST) during emergency or disaster incidents, which follows the Incident Command System (ICS) hierarchy. When activated for an emergency or disaster, this position works in the SOC or other location to support emergency response activities.  
This position will need to work effectively and cooperatively under stressful conditions and work weekends and holidays with extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice. If contacted by Cal OES management of the California State Warning Center for activation in support of an emergency or disaster incident, members of the permanent IST must make contact within four hours.

**(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:**

All positions that are part of the permanent IST are required to complete emergency response-related training, including both training in general response functions/structure and on their specific role within the ICS. This team will participate in emergency drills, training, and exercises outside of activations. This position will coordinate with the appropriate Cal OES directorates and/or offices to ensure the broader organizational vision, policies, and procedures are fully integrated into response activities and to develop appropriate paths of communication for critical information sharing during incidents.

**7. JOB DESCRIPTION/GENERAL STATEMENT:**

This position supports the Cal OES' mission and strategic plan by serving in a senior-level position in the State Operations Center (SOC) Planning Unit and performs as a lead person in technical program consultation for Cal OES' emergency planning and preparedness efforts. The incumbent works under the general direction of the SOC Planning Chief and performs the most complex, difficult, and sensitive emergency management, emergency response, recovery, and planning work above the journey level.

The Senior Emergency Services Coordinator (SESC) is independently responsible for significant, specialized emergency management projects; serves as a lead person, team leader, and/or project coordinator on the most difficult and complex emergency management projects; formulates program and policy direction and alternatives, which are highly complex and select and develop methodologies for their implementation.

The SESC establishes and maintains cooperative working relationships with federal, state, and local agencies as well as those contacted during the course of work.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<p><b>(E) PROGRAM LEAD:</b></p> <p>Performs as a lead technical program consultant for SOC emergency planning efforts. This includes, but is not limited to development, coordination, and leading planning activities both during activation for disasters/emergencies and after activation to prepare for future incidents. During activations, the SESC is responsible for collecting, evaluating, disseminating, and using information about an incident and the status of resources to formulate program and policy direction and alternatives to emergency preparedness and disaster response planning. Creates planning reports for submission to the SOC Planning Chief.</p> <p>Maintains awareness of priorities and functions to ensure continuity of operations with the SOC Planning structure during activations. Independently works with IST staff and executive management pertaining to emergency response and recovery to ensure a unified and coordinated effort during emergencies.</p> <p>Consults with other sections in the SOC, Cal OES Regions, CA Emergency Support Functions, task forces, local jurisdictions, and state and federal agencies to develop the reports including the situation status report and Incident Action Plan. Serves as lead and directs emergency planning efforts with local, state, and federal response partners. Collaborates with and provides technical assistance to federal, state, and local agencies involved in emergency preparedness and disaster response planning to ensure a coordinated, multidisciplinary response effort.</p> <p>Responsible for assisting in planning section meetings, assisting with the incident action plan, and advance planning documents. Participates in incident hot washes and developing after-action reports, determining corrective actions, and improvement planning for future operations.</p>
25%	<p><b>(E) PROGRAM PROCEDURES:</b></p> <p>Collaborates and coordinates with IST members for the development, implementation, revision, and maintenance of complex SOC Planning operations procedures, to ensure continuity of effort and a streamlined process for response and recovery activities during activations. Ensures operations procedures will be consistent with Cal OES' SOC policies and procedures, Standardized Emergency Management Systems (SEMS), ICS, and National Incident Management System (NIMS).</p>

20%	<p><b>(E) PROGRAM PLANS:</b> Assists in the review of program-specific plans and procedures to ensure compliance with SEMS/NIMS and consistency with Cal OES' emergency and continuity plans and acts as a technical program expert; consults and negotiates with local jurisdictions, state and federal agencies, community-based organizations, and community groups regarding major planning development issues or implementations; may mentor new staff; reviews technical work products of staff; analyzes legislation having a statewide program impact; and recommends legislative proposals, implementation, and strategic planning. Works as lead on special projects for the Planning Unit.</p> <p>Participates in statewide planning efforts for state-level all hazards response plans and catastrophic planning efforts to identify planning gaps and develop recommendations to incorporate these plans into SOC operations. Supports the development of planning tools, program reporting techniques, and operational plans.</p>
10%	<p><b>(E) PROGRAM KNOWLEDGE:</b> Establishes and maintains extensive knowledge of the SEMS, the state emergency response structure, local, state, and federal emergency preparedness and response plans, resources, and authorities. Maintains current working knowledge of Cal OES' policies and procedures relating to emergency preparedness and response in order to represent Cal OES at all levels for various planning efforts. Ensures compliance and consistency across all planning efforts that contain an emergency or disaster component and makes appropriate recommendations. Formulates recommendations for emergency planning gaps and considerations, and develops alternatives, solutions, and recommendations to SOC management, and other state, federal, and local partners.</p> <p>Participates in drills and exercises. Completes all training to achieve and maintain the appropriate credentialing for disaster response.</p>
<b>Percent of Time</b>	<b>MARGINAL FUNCTIONS</b>
5%	<p><b>(M) OTHER JOB-RELATED DUTIES:</b> The SESC performs other job-related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of timesheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attendance at staff meetings; and other duties as directed by the Warning Center Supervisor or the Executive Duty Officer.</p>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance, interaction, or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

### SIGNATURES

#### **Certification of Applicant/Employee**

*Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.*

*I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.*

*I have read and discussed these duties with my supervisor:*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*I certify that the above accurately represents the duties of the position:*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Civil Service Title*